

## **LOCAL JDAI COORDINATORS SCOPE OF SERVICE**

The local JDAI Coordinator will assist in staffing the local Detention and System Reform Steering Committee and all sub-committees. The Coordinator will record, prepare and disperse the minutes of the Steering Committee and will take notes at the sub-committee meetings. He/she will assist in preparing the agenda for meetings, send reminders to participants, and help facilitate the work of the sub-committees. He/she will consult with the statewide coordinators to assure progress is being made at each site. He/she will prepare and submit reports as required and will attend statewide meetings as required.

The coordinator will help assure the use of objective criteria and the Department's risk assessment instrument is being utilized to make detention admissions decisions. He/she will work to develop new or enhanced non-secure detention alternatives and to help promote case processing changes designed to reduce lengths of stay and/or expedite the detention process. He/she will help to develop new policies and practices aimed at reducing reliance on detention for probation violations and attempt to develop strategies to reduce racial disparities in the use of detention.